



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Landscape Services Division  
Superintendent  
**Department:** Public Works/Landscape Div.  
**Classification:** 2012  
**Pay grade:** 24E  
**FLSA:** Exempt

**Prepared Date:** 09/2014

**Approved By:**

Glenn Kephart

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Carmen Olazabal



### **Summary**

Performs supervisory, administrative and technical duties directing the activities of the Landscape Services Division.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises, trains, evaluates and disciplines division employees. Oversees the work of contractual service providers.

Plans, directs and supervises all activities of the landscape services division, to include landscape installation and renovation, landscape maintenance, irrigation system installation and maintenance, diagnosis and treatment of plant and tree ailments, non-restricted use and restricted use pesticide and fertilizer application, nursery production, tree trimming and tree maintenance.

Assists in the development of landscape architectural plans and specifications. Plans and implements landscape renovations and new installations. Ensures the suitability and quality of purchased plant materials.

Administers the City's tree removal/relocation permit application process.

Issues citations for violations of the City Codes related to the activities of the Public Services Department.

Manages division Safety Program.

Performs various administrative duties; prepares reports and division budget. Prepares specifications for bid documents and maintains records. Orders supplies, equipment and required materials.

Communicates with other City departments and divisions to coordinate joint operations. Attends various City meetings.

Responds to resident's requests and complaints.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of landscaping and horticulture practices. Knowledge of the materials, methods and techniques used in landscape maintenance; the use and application of fertilizers, non-restricted use and restricted use chemicals; the growth characteristics of south Florida horticultural and ornamental plants; disease, insect and weed problems and methods of control. Knowledge of irrigation systems; nursery production, tree trimming, tree maintenance and the City's tree removal/relocation permit application process. Ability to diagnose and treat plant and tree ailments. Ability to work outside and handle plants, fertilizers, herbicides, insecticides and fungicides. Knowledge of City Codes relating to the Public Service Department and of Division Safety Program. Knowledge of management and supervisory techniques. Knowledge of contract management, ability to read landscape architectural plans and specifications and to prepare reports and budgets. Ability to maintain records. Ability to operate division equipment and vehicles. Ability to communicate effectively with employees of all levels and the public. Ability to train and give technical direction to employees; and to supervise the work of others in a manner conducive to full performance and high morale.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

Bachelors degree in Agriculture, Landscape Architecture or related field.

Five (5) years of responsible horticultural experience to include supervisory and administrative duties.

State of Florida restricted use of pesticide license valid for ornamental and turf.

Possess or obtain during probation, a certification from the International Society of Arboriculture Arborist.

Valid Florida Driver's License; valid Class B CDL.